

FAWS EXECUTIVE DESCRIPTIONS

President:

- Main spokesperson of the Association and the Executive Committee.
- Has general knowledge of all activities of the Association and shares this with the Vice President (recommended in case the President must resign or take a leave of absence.)
- Has signing authority for the Association.
- Attends and Chairs all meetings of the Association.
- Consults with the Principal in early September to get a school 'Wish List' of items that could be purchased for the school by the FAWS to enrich the school experience of the students. Share this Wish List with the Executive Officers and the Members.
- Consults with Executive Members, as necessary, to prepare the Agenda for meetings and ensures the Secretary distributes the Agenda to Members prior to the meeting.
- Prepares a report for monthly meetings.
- Shares monthly updates with the Wye School Council Chair and school administration.
- Provides monthly submissions to the Principal for the school newsletter.
- Follows the Rules of Order for FAWS Meetings.
- Prepares an annual summary of Association activities for the Annual General Meeting to share with the membership.
- Positively promotes the FAWS and Wye School and encourages parental engagement and volunteering.

Vice-President:

- Attends all meetings of the Association and acts as Chair when the President is absent.
- Has signing authority for the Association.
- Assists the President whenever possible.
- Learns the duties of the President (typically being groomed to become the President.)
- Follows the Rules of Order for FAWS Meetings.
- Positively promotes the FAWS and Wye School and encourages parental engagement and volunteering.

Treasurer:

- Attends all meetings of the Association.
- Has signing authority for the Association.
- Keeps the Association's funds in appropriate bank accounts in a financial institution as directed by the Association.
- Ensures the Association's financial records are accurate and up to date, accounting for all deposits, receipts and expenditures.
- Reconciles all bank statements relating to the Association accounts.

- Deposits and withdraws funds from the Association accounts in accordance with AGLC requirements and legislation.
- Ensures cheques, prior to deposit, have correct dates, are signed, and are written out correctly and for correct amounts.
- Pays invoices approved by the Association.
- Presents monthly financial reports at Association meetings.
- Ensures all annual financial reports are prepared for the AGM, Corporate Registry and AGLC.
- Presents the audited annual financial statement to the membership at the AGM. The audited annual financial statement will be for the previous year (not for the current year.)
- Prepare and submit annual taxes to the Canada Revenue Agency.
- Creates an annual budget (with collaboration with the WSC Chair and school administration) to present for approval at a monthly Association meeting no later than October 30th. This budget includes FAWS activities, WSC activities that FAWS financially supports, and any school administration 'Wish List' items.
- Follows the Rules of Order for FAWS Meetings.
- Positively promotes the FAWS and Wye School and encourages parental engagement and volunteering.

Secretary:

- Attends all meetings of the Association.
- Ensures FAWS Membership Forms are available at all meetings for new Members to fill out and return for immediate membership.
- Follows the Rules of Order for FAWS Meetings.
- Positively promotes the FAWS and Wye School and encourages parental engagement and volunteering.
- Has signing authority for the Association.
- Records minutes of meetings and keeps a Minutes Binder of the Association up-to-date with original approved meeting minutes, including any reports presented for that meeting.
- Posts Minutes on the school website and distributes them to members in a timely fashion
- Ensures the Register of Members is up-to-date by verifying or updating annually or as needed using the FAWS Membership Form.
- Keep the membership email list accurate and up-to-date.
- Submits the change of Officers and Directors to Corporate Registry and AGLC, if needed.
- Distributes correspondence and communication as directed.